

Time Management

**3RD-5TH GRADE
COUNSELING LESSON
WEEK OF MAY 4TH-8TH**



What is Time Management?

Taking time to make a plan so you can get more done, and have the freedom to do more of the things you want.



- Watch the video *"What is Time Management?"*
- Click on the link below or copy and paste the link into your Web Browser.
- <https://learningworksforkids.com/what-is-time->

USING YOUR TIME WISELY CAN HELP YOU...



- Plan out all the things you need to do in your day.
- Learn to follow step-by-step directions.
- Turn classwork/homework in on time.
- Get your work done faster so that you'll have more free time.
- Feel less stress.

EXAMPLES OF TIME MANAGEMENT



At Home:

- You picked out the clothes you want to wear for the next day.
- You start your morning routine as soon as you wake up.
- Doing your chores when you get home.



EXAMPLES OF TIME MANAGEMENT



At School:

- Getting started on your math assignment as soon as it's given.
- Completing your morning work when you get to class.
- Finishing your lunch during lunchtime instead of playing around.



TIPS FOR MANAGING YOUR TIME

TIP #1: CREATE A SCHEDULE

- Make a realistic schedule of your morning and after school routine.
- List the things you "*have to do*" and "*want to do*" on your chart or calendar.
- If you are a visual learner, add pictures to your calendar or chart if it will help you to remember what's next on your schedule.

The image shows a 'My Daily List' checklist template. It is a white sheet of paper with a dotted border, tilted at an angle. The title 'My Daily List' is written in a cursive font at the top. There are three main sections, each with a colored banner: 'Before School' (pink), 'After School' (brown), and 'Before Bed' (green). Each section contains a list of tasks with a small teal square checkbox next to each. At the top right, there is a green circle labeled 'Date'. At the bottom left, there is a teal box labeled 'Name'. At the bottom right, there is a small blue bird illustration. The tasks listed are: 'Make My Bed', 'Say My Prayers', 'Get Dressed', 'Do My Hair', 'Eat Breakfast', 'Brush My Teeth', 'Pack My Lunch', 'Backpack Ready', 'Homework', 'Read 20 minutes', 'Exercise', 'Job #1', 'Job #2', 'Job #3', 'Brush My Teeth', 'Shower or Bath', 'Set Out Clothes', 'Give Hugs', 'Read Scriptures', 'Say My Prayers', 'Sit Reverently', and 'Go to Bed on Time'.

TIP #2: ESTIMATE TIME

- Estimate how long it will take you to finish each task.
- Add your times to your chart in 15 minute intervals
- Reflect on what went well and what didn't.
- Are there any changes that need to be made so you will be more successful next time?
- The last two columns you can ask your parent/guardian to help you the first time you try this.

Example of a Chart to Use

CHECK OFF WHEN DONE	TIME	WHAT I PLAN TO DO	WHAT I DID	REFLECTION
	4:00	EAT SNACK		
	4:15	READ BOOK		
	4:30	READ BOOK		

TIP #3: PLAN LONG-TERM ASSIGNMENTS

- Make a plan to complete long-term assignments.
- Break down the assignment into smaller easy to manage steps; for example reading the book, shopping for materials, etc.
- Break those assignments into tasks you can do each night.
 - Example: Night #1 Read Chapters 1-3,
- Make sure you estimate how long it will take for you to do each task so that you will have enough time to finish by the due date.

TIP #4: SET PRIORITIES

Have to Dos

- "Have to dos" are those important things you have to do.
- Important tasks like sleeping, school, and homework are examples of "have to dos".
- Other examples are extracurricular activities like sports teams, clubs, etc. that you have to participate in.
- You have made a commitment which means others are depending on you to do your part.

Want to Dos

- "Want to dos" are those things we like and chose to do.
- Things that we find fun and we want to do as much as we can like playing video games, riding bikes, etc.
- Add the "have to dos" to your calendar first because they are your **priority**; the most important tasks.
- Then add in your "want to dos" which are needed too.

3RD-5TH TIME MANAGEMENT RESOURCES/ACTIVITIES

Fun Activities

- **Lunch Doodles with Mo Willems**
 - <https://www.kennedy-center.org/education/mo-willems/>
- **National Geographic Kids Animal Coloring Pages**
 - <https://kids.nationalgeographic.com/explore/crafts/animal-coloring-pages/>
- **Cosmic Kids Yoga**
 - <https://m.youtube.com/watch?v=8rp5bpFIUpg>
- **Wonderopolis-What Do You Wonder About?**
 - Click on Listen for a Read A Loud
 - <https://wonderopolis.org/wonder/How-Do-Water-Clocks-Work>
- **110 Fun Activities to Do at Home PDF**